

Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	July	2020	To	30	June	2021

Section A Reference and administration details

Charity name

LifeLines

Other names charity is known by

-

Registered charity number (if any)

1168273

22 The Knoll

Framlingham, Woodbridge

Postcode

IP13 9DH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Carole Butcher	Coordinators Representative		
2	Caroline Dyer		Retired on rotation 3 Oct 2020	
3	Jan Hall	Vice Chair	Jan Hall	
4	Nichola Glasse	Membership Secretary		
5	Beryl Kingsbury			
6	Margaret Shepherd			
7	James Mason	Treasurer		
8	Patrick Ballin	Governance Secretary		
9	Susan Drysdale	Wing Editor	Appointed 3 Oct 2020	
10	Nikita Mistry	Joint Digital & Press Officer	Appointed 3 Oct 2020	
11	Davina Chima	Joint Digital & Press Officer	Appointed 3 Oct 2020	

12	Melanie Mitchell	Coordinator Care	Appointed 3 Oct 2020	
----	------------------	------------------	----------------------	--

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Not applicable	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Founder	Jan Arriens	17 Castle Street, Bishop's Castle, Shropshire SY9 5BU

Name of chief executive or names of senior staff members (Optional information)

Not applicable

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Co-opted by Trustees, elected by Membership

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>LifeLines adheres to a number of internal policies including financial risk, data protection, equality and diversity, fraud, conflicts of interest, health and safety and volunteer management. These are all provided to new Trustees upon joining the LifeLines Committee.</p> <p>The Website Privacy Policy was revised and agreed in December 2020.</p> <p>The Risk Management Policy and Complaints & Whistle-blowing policies were updated and approved in March 2021.</p> <p>An Organisational Risk Assessment was updated and approved in June 2021.</p> <p>All Trustees give their time voluntarily and receive no remuneration or benefits.</p>
--

Summary of the objects of the charity set out in its governing document

For the public benefit, to promote the relief of suffering and distress to those persons who are awaiting execution in any state of the USA by the promotion of friendship by letter writing to such people.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

1. Advice and information about the issues likely to arise when writing to prisoners;
2. One to one advice and information on making the initial contact with a specific prisoner in the US on death row who has requested friendship, and for the life of the friendship and beyond, in particular when the sentence of death is likely to be carried out;
3. A quarterly publication that allows people to hear the voice of those on death row and deepens their understanding of the US justice system, and the death penalty in particular;
4. Advice and assistance to make informed choices about giving financial and other types of support to death row prisoners;
5. Conferences that include speakers with personal experience of the justice system, death row, and the impact of violent crime on all those who are affected, with an opportunity to exchange experience and knowledge with other writers.

Consideration is given to “public benefit” when making any decision relevant to the activities above with a specific agenda item included in Board meetings for “Governance” to ensure the objectives and activities satisfy the requirements for public benefit in accordance with Charity Commission guidance.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A significant contribution to the success of Lifelines is made by member volunteers who act as:

- state coordinators corresponding with writers and prisoners
- regional coordinators who offer the facility to members to come together on a regional basis to exchange their experience of writing to prisoners
- editing and distributing The Wing of Friendship
- the web site manager

Summary of the main achievements of the charity during the year

In response to the global coronavirus pandemic, we had to move our meetings for most of the year to take place virtually. We conducted two successful and well attended virtual Conferences in October 2020 and April 2021, with guest speakers from the USA and UK. The October conference was also our Annual General Meeting, conducted in line with Charity Commission guidance on virtual meetings.

We have also had regular virtual meetings of regional groups, and of writers with their State Coordinators. These have been well received.

Membership remains at over 1,000. We had many new members join early in 2021 as a result of extensive publicity about the thirteen Federal executions in the USA.

Our members-only LifeLines community on Facebook continues to expand and our new website launched with pro bono support from AND Digital.

Our income has again exceeded our expenditure through careful attention to costs, and this year there continued to be a surplus of income over expenditure. Significant cost savings arose through having virtual rather than face to face conferences.

Section E

Financial review

Brief statement of the charity's policy on reserves

LifeLines holds an Operational Reserve which is sufficient to provide for a 3-month administrative capability for the winding-up of the charity in the event of its closure.

The value of the Operational Reserve is reviewed annually.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The breakdown of income can be seen in the Annual Accounts of LifeLines.

LifeLines does not actively fundraise.

The level of reserves does not warrant a complex investment strategy.

Section F

Other optional information

Not applicable

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jan Hall	Patrick Ballin
Position (eg Secretary, Chair, etc)	Vice Chair	Governance Secretary
Date	11 September 2021	

	Charity Name			No (if any)		CC16a
	LifeLines			1168273		
	Receipts and payments accounts					
	For the period from	Period start date	To	Period end date		
	1-Jul-20		30-Jun-21			

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Subscriptions	28,519	-	-	28,519	27,370
Conferences	418	-	-	418	1,686
Money Orders	-	-	-	-	6,833
Interest	77	-	-	77	290
Gift Aid	1,794	-	-	1,794	-
Miscellaneous	106	-	-	106	223
Merchandise	160	-	-	160	524
Sub total(Gross income for AR)	31,074	-	-	31,074	36,926
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,074	-	-	31,074	36,926
A3 Payments					
Newsletter Costs	10,163				10,809
Conferences	573				3,524
Coordinator & Committee Expenses	8,190				8,663
Money Orders	-				5,307
Advertising	-				1,497
Inventory Purchases	-				660
Website	111				132
Governance	356				349
Sundry	83				40
Other Postage and Stationery	970				1,238
Exceptionals	-				-
Sub total	20,446				32,220
A4 Asset and investment purchases, (see table)					
Sub total					
Total payments	20,446				32,220
Net of receipts/(payments)	10,628				4,706
A5 Transfers between funds					
A6 Cash funds last year end	40,112				35,405
Cash funds this year end	50,740				40,111

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Current Account and Electronic Funds	39,686	-	-
	Savings Account	10,019		
	Long Term Savings Account	-		
	Conference and Stamp Float	1,035	-	-
			-	-
		50,740		

		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	DRAFT	Jan Hall		DRAFT
	DRAFT	James Mason		DRAFT